

Licensing by Examination:

Application Process & Procedures

Step-by-Step Instructions from the

NH Board of Nursing

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Initial Considerations...

Date of graduation?

In the state of New Hampshire, NCLEX shall be taken within 6 months of graduation (Nur. 303.02 (d))

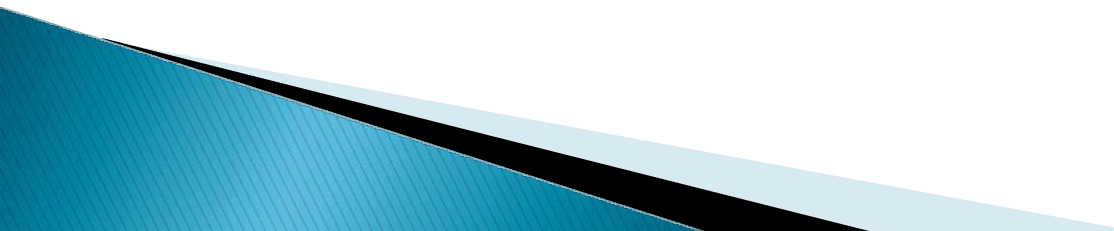
Licensing in NH first?

- Do you want to sit for the NCLEX in NH which is a compact state.
 - “The Nurse Licensure Compact (NLC) allows nurses to practice in other compact states with a single multi-state license. The NLC gives multi-state rights to registered nurses (RN) and licensed practical/vocational nurses (LPN/VN) residing in a member state.”*
- Your legal residence is the place you consider home, where the IRS sends your tax information, where you have a driver’s license, where you pay rent or taxes, where you vote and may effect where you can test.
 - ☐ NH Residents that apply and successfully complete the NCLEX will have a compact license.
 - ☐ Those with non-NH primary residences will have a single state license (NH).

Testing in Another State?

- ▶ If you are not licensing in NH first—do you live in a compact or non-compact state?
 - Information regarding licensure in compact states can be found at: www.oplc.nh.gov/nursing/faq-nurse-compact.htm
 - You may also “Google” or go to www.NCSBN.org to find the state you wish to take the NCLEX and attain a license in.
- ▶ Contact your desired state board of nursing and ask them for the testing and licensure requirements of that state.
- ▶ Follow that state’s requirements. Each state has its own policies and may be different from New Hampshire’s requirements.

6 Elements that make a Complete Application in NH

1. Criminal Background Check and fingerprinting
 2. Complete Application for Licensure
 3. Declaration of Primary State of Residency form
 4. Copy of Driver's License
 5. An Official (final) transcript
 6. Preregistering with Pearson VUE
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1. Criminal Background Check

- ▶ You can find instructions posted on the board website:
- ▶ www.oplc.nh.gov/nursing/criminal-background-check.htm
- ▶ If using the Division of State Police – Hazen Drive in Concord location to have the fingerprints done, you MUST schedule an appointment. Call (603)223-3867, then press 0 for assistance.
- ▶ If having fingerprints done at other approved Livescan Sites (ex: a local police station), check with them to see if you need to make an appointment and what other *additional fees* may be required.
- ▶ The Criminal Background check (CBC) is usually the longest part of the application process. Results can take up to 8 weeks to receive during high volume application times such as graduation season. Therefore, this process should be done in a timely fashion. We suggest at least 4 weeks or so before your transcript will arrive at the Board.

2. Complete the Application for License by Examination

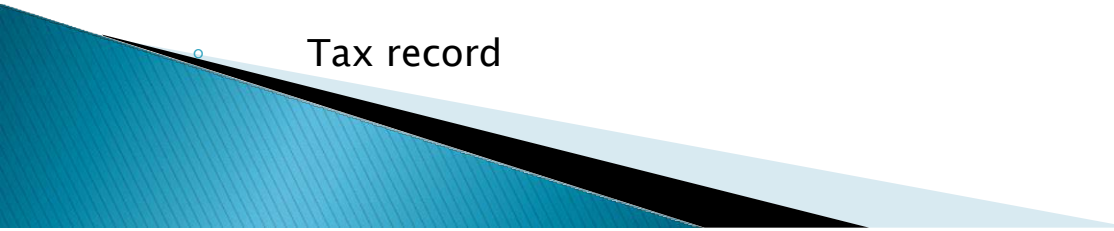
- ▶ Application Process for Licensing by Examination (NCLEX)
- ▶ Refer to www.oplc.nh.gov/nursing to apply on-line or print a paper application to submit with the appropriate fee.
- ▶ If you are a Licensed Nursing Assistant, you can use your current account to apply on-line at: nhlicenses.nh.gov
- ▶ Paper applications can be found on the website: www.oplc.nh.gov/nursing
Forms & Publication → Application for License by Exam (RN or LPN)
Step-by-Step Instructions can be found on the first page of the paper application.

3. Declaration of Primary State of Residency & 4. Proof of Residency

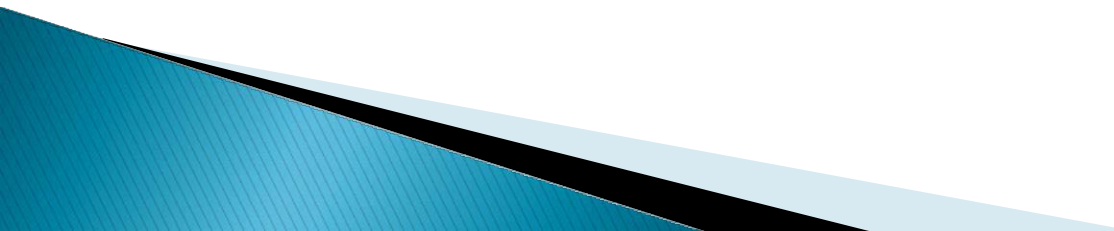
Complete the Declaration of Primary State form

Your legal residence is the place you consider home, the place the IRS sends your tax information, where you have a driver's license, where you pay rent or taxes, where you vote and may effect where you can test.

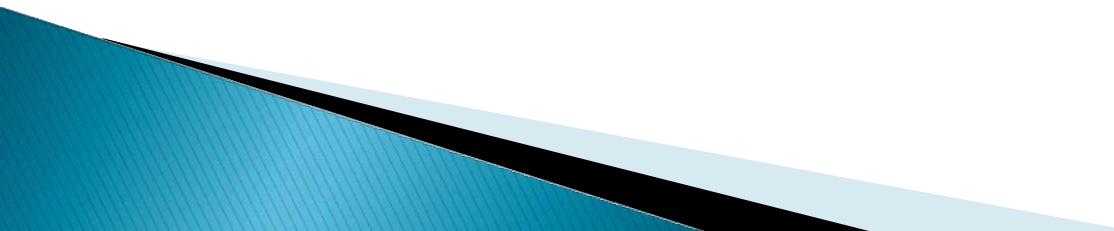
Attach proof of residency (photocopy):

- Driver's license
 - Voter registration card
 - Tax record
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5. Application Transcript Requirement:

- ▶ An Official School Transcript is a transcript that confirms your graduation date and degree earned. Do not send before you graduate or this information is not on transcript.
 - ▶ Any transcripts received without this information will be discarded.
 - ▶ The NH BON must receive a sealed or electronic copy of your transcript *directly* from the school. Have it sent to Board.Questions@nh.gov
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6. Registering with Pearson VUE:

- You must pre-register with PearsonVue prior to being approved by the Board to test. The nursing program test codes are on the Pearson website. You may register directly with the testing center (PearsonVue) on-line or by phone and a credit card.
 - Upon receipt of all the required application documents, the NH Board of Nursing will notify the testing center.
 - When you receive your Authorization To Test (ATT), you will schedule where and when you take your exam.
 - *Schedule a time that is best for you!*
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AUTHORIZATION TO TEST (ATT)

- ▶ You will receive your ATT from Pearson via email.


DO NOT LOSE THIS AND WE STRONGLY SUGGEST BRINGING A COPY OF THE EMAIL TO THE EXAM.

- ▶ You can schedule your exam (anywhere, any state). The testing service must guarantee a scheduled date within 30 days of your request. (If you refuse the date, they can bump you to a later date).
- ▶ When you schedule online, have an idea of your availability ahead of time–the scheduler will close out after 10 minutes.
- ▶ Make sure to document the date and time of your exam – **they will not remind you of your appointment.**

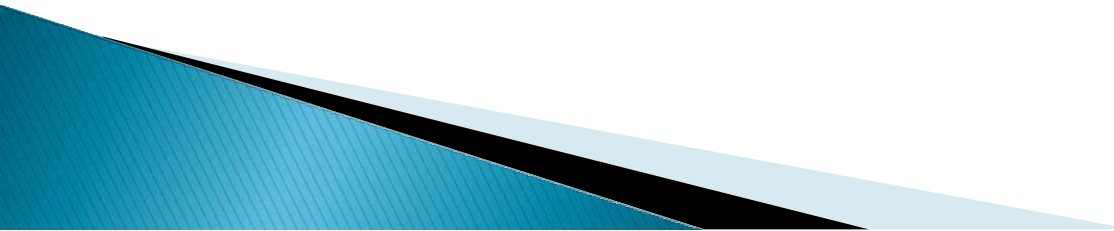
<https://portal.ncsbn.org/>



The Day of Testing ...

- You will be allowed 6 hours (RN) or 5 hours (PN) to complete the exam.
 - Most people average 2 to 3 hours to complete.
 - **Be on time.** If you have problems, you can be up to 30 minutes late. If longer, call them– you might be required to reschedule and pay additional fees.
 - ✓ Have your **current** driver's license with you even if someone is driving you.
 - You will need 2 current forms of ID with you with one of them being a **picture ID.** (The name must match exactly with name used for registration.)
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The Day of Testing (Continued)

- ✓ Don't bring books, large decorative pins, large barrettes for your hair, etc. All items must be placed in lockers (including cell phones!!) and cannot accompany you into the testing room.
 - They will give you a white board to write on. You can write notes you think you will need on the white board. If you ask for another board, you will lose those notes because the first board must be turned in before you receive another one. You cannot erase board #1.
 - ✓ You cannot go back to a question...You are asked if this is your final answer before you proceed to the next question.
 - The screen will abruptly shut off and go black when you have finished your exam.
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Exam Details:

- ▶ The NCLEX is Computerized Adaptive (CAT) Test, this means the exams are individually designed and each one is different.
- ▶ Mandatory breaks are scheduled at 90 minutes and every 60 minutes thereafter.
- ▶ For Information about client needs categories on the NCLEX visit National Council State Boards of Nursing website :
https://www.ncsbn.org/089900_2017_Bulletin_Proof2.pdf
- ▶ Average number of questions answered is 134.

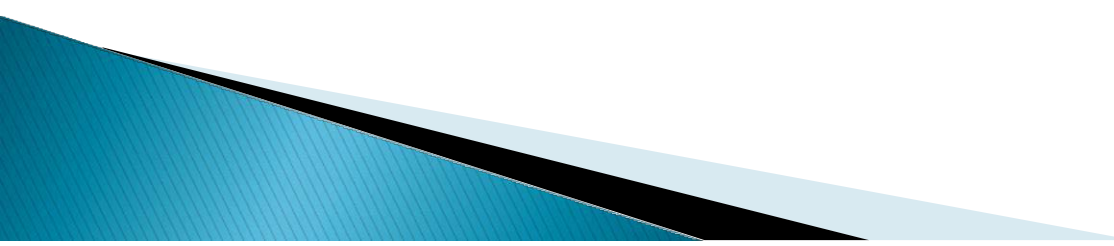
<u>Exam Type:</u>	<u>NCLEX PN</u>	<u>NCLEX RN</u>
Minimum Questions Asked	75	85
Maximum Questions Asked	205	265
Maximum Time Allowed	5 hours	6 hours

Exam Question Formats:

- ▶ Include but not limited to:
 - Multiple Response (4–6 options)
 - Fill in the Blank calculation
 - Ordered response
 - Hot spots
 - Charts, graphics, sound and video may be used
 - Note: ATI practice exams have them all.

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When will I know if I passed the NCLEX?

- ▶ NH Board of Nursing will process and update your status on the verification link on the website usually within 4 business days after the date of your exam.
 - ▶ Please do not call the Board office, this just prolongs the time required to process results. Just continue to check the website: <https://nhlicenses.nh.gov/Verification/Search.aspx>
 - ▶ If you have passed your exam, the application status will go from “pending” to “active”.
 - ▶ If you have failed your exam, the application status will go from “pending” to “withdrawn”.
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What do I do if I failed the NCLEX?

- ▶ Per PearsonVUE regulations, you may reapply to test 45 days after the date of your exam.
- ▶ Follow the process on NH BON website for retaking the NCLEX exam. You will need to pay all of the testing and licensure fees:
 - \$200.00 to test again,
 - \$120.00 license application, and
 - \$ the fees associated with the Criminal Background check if your results have expired. Criminal Background Checks are valid for 6 months.

** An applicant shall have lifetime total of 5 opportunities within a consecutive 3 year period to obtain a passing grade on the examination. (Nur 303.02 (f))

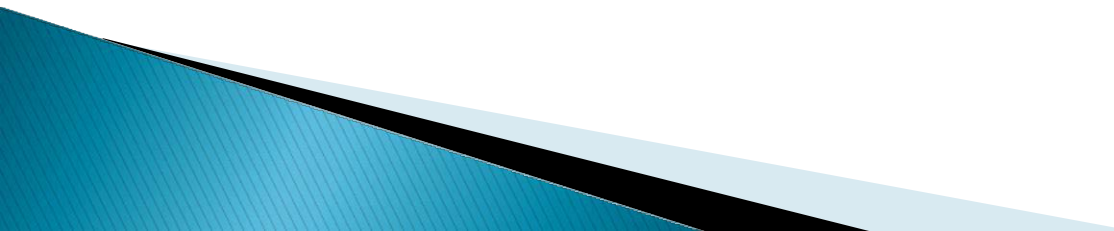
A Remediation is required for a 4th or 5th exam attempt...

- ▶ After 3 unsuccessful attempts to pass NCLEX – the fourth and fifth time will require a remediation plan:
 - A remediation plan must be submitted & approved by the BON.
 - The outlined plan should be specific to individual's learning needs.
 - Proof of completion of each step of the plan is required.
(photos of study materials is not acceptable!!)
 - BON reviews & approves completion of program.
 - Applicant may then submit another application to test.

(If the process is repeated, the second remediation plan must be different than the first.)



Temporary License Information

- ▶ Applying for a temporary license is optional but you must have a license (temporary or permanent) for any job related orientation for nursing employment.
 - ▶ As a graduate nurse working with a temporary license (before taking the NCLEX), you must sign your name with GN for Registered Nurse program and GPN for Practical Nurse program.
 - ▶ You must work *under the supervision of a licensed RN.*
 - ▶ If you fail the NCLEX, your temporary license immediately becomes inactive regardless of the 120 days.
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Office of Professional Licensure and Certification (OPLC)

NH Board of Nursing

121 South Fruit Street Suite 102

Concord, NH 03301

We can be reached at

603.271.2323

Or

Board.Questions@nh.gov

~ Good Luck! ~